

# **Fitchburg Housing Authority Minutes – Regular Meeting**

*CJ Durkin Community Room, Fitchburg, MA*

April 19, 2017

**PRESENT:**

**Mary Giannetti, Acting Chair**  
**Linda Byrne, Treasurer**  
**David Rousseau, Assistant Treasurer**

**ABSENT:**

**Paul Fontaine, Chair**

**ALSO PRESENT:**

**Peter Proulx, Secretary**  
**Benjamin Gold, Asst. Exec. Director**

1. At 8:39 a.m. the meeting opened. The Acting Chair declared a quorum present and called the meeting to order.
2. The minutes of March 21, 2017 were presented. Linda Byrne made a motion to accept the minutes. David Rousseau seconded; all were in favor.
3. Executive Director Report:
  - a. FHA 2017 budget approved and going back and forth with DHCD. We received original budget requested.
  - b. Each year requested slight amount less and put more units online.
  - c. Utilities do not get factored into the budget, DHCD pays; only affects subsidy.
  - d. Copy of the by-laws provided for further review at next meeting. We want to state various locations in the by-laws; no changes made to by-laws yet. Section 5 requested to be changed.
  - e. The Department of Elder Affairs – Meeting to find out why individuals are not applying for housing but wants Representative of Undersecretary to be there.
  - f. Blossom St. – Building on hold, waiting on replacement housing factor.
  - g. Discussed with DHCD elderly age of 58-60 to lower applicant age. Board feels it should go in conjunction with meeting with Elderly Affairs. DHCD probably won't give approval until a meeting is held.
  - h. The NAHRO Legislative Day went very well. MassNAHRO did well advocating for needs of the state. Report 11 years ago saved \$104M needed to run Mass State Public Housing.
  - i. The Executive Director is on vacation next week; the Assistant E.D. will be available to answer any questions.
  - j. We are looking into security cameras for CJ Durkin. Probably going to close the Blossom St. exit except for emergencies. Exploring biometrics facial recognition system at front entrance.

4. Financial Report:
  - a. Page F1, F2 – reserve percentage level at 2.49%. DHCD is comfortable with reserve level as long as we are managing correctly.
  - b. Page F3 - \$142,000 ahead of budget. Received first subsidy payments and ahead on rent collection.
  - c. Maintenance/Labor – Snow removal money.
  - d. Pushing forward with contract costs and will discuss revision with DHCD.
  - e. Copy of Payment Detail Report included in back of report.
  - f. Current monthly payroll signed off by two board members.

Motion made by David Rousseau to accept the March financial report presented. Linda Byrne seconded; all in favor.

5. Modernization Report:
  - a. Durkin Community Room – Stutman Construction awarded contract.
  - b. Daniels Heights Decks and Railings – Almost complete.
  - c. Green Acres Vacant Unit Renovation – Added 139 and 141 Normandy; 26 units, not 24 at Green Acres.
  - d. Wallace Towers Envelope Repairs – about 50% complete.
  - e. Emergency Generator Replacement – to be placed on list.
6. State-Aided Housing Report:
  - a. Getting families leased up before Green Acres work done.
  - b. 98.22% occupied, when waivers are taken out.
  - c. Three new vacancies during March; six lease-ups.
  - d. Permission to have elderly age changed to 58 (down from 60); Peter to ask DHCD.
  - e. Overall occupancy is 98.22% through the end of February.
  - f. 83% of work orders were completed within 24 hours.

Question asked as to how we will occupy 28 units at Wallace when they come on-line. The E.D. replied that Ben and Cindy are working on a plan to review and prepare applications; ceiling reserves now too.

7. Section 8 Housing Choice Voucher Report:
  - a. 97% leased up on units.
  - b. We are not issuing vouchers until sure we will be receiving money. Will keep board informed on changes.

8. Old Business:

There was a question from the Executive Director report regarding the assessment just done, will response be done. The E.D. replied that one wasn't needed as this is a draft year; but we will put one together. FHA did very well.

9. New Business: The following resolutions were presented:

The following resolution was amended to indicate the amount is twelve (12) months old as of March 1, 2017.

#### RESOLUTION TO WRITE-OFF UNRECOVERABLE DEBTS

Resolution 2017-04-01

Whereas: A number of tenants of the Fitchburg Housing Authority have vacated while owing rent and,

Whereas: Those persons vacating owed \$6,084.80 as of March 31, 2017 (see attached list). The amount is twelve (12) months old as of March 1, 2017 and,

Whereas: The Fitchburg Housing Authority staff has made every reasonable effort to collect said vacated amounts without success,

NOW THEREFORE BE IT RESOLVED,

That the Fitchburg Housing Authority officially write-off \$6,084.80 as uncollectable debts.

RESOLVED, Motion made by Linda Byrne to write off \$6,084.80 as uncollectible debts.

SECONDED, David Rousseau seconded the motion, and the motion was passed by a unanimous vote.

#### RESOLUTION FOR AMENDMENT 9 TO THE CONTRACT FOR FINANCIAL ASSISTANCE BETWEEN THE FITCHBURG HOUSING AUTHORITY AND THE DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT

#### CAPITAL IMPROVEMENT WORK PLAN 5001

Resolution Number 2017-04-02

Whereas: The Fitchburg Housing Authority has the need to amend the Contract for Financial Assistance between the Fitchburg Housing Authority and the Department of Housing and Community Development, and

Whereas: This amendment is to fund the following project:

Fish #097075 FY17 Energy Savings Sustainability Initiative: install air source heat pumps in the 667-5 CJ Durkin community room - \$52,000.00

Whereas: The above mentioned contract, Capital Improvement Work Plan 5001, has been increased by \$52,000.00 (total contract amount is now \$5,184,516.00).

**NOW THEREFORE BE IT RESOLVED:**

That the Fitchburg Housing Authority Board of Directors authorizes the Chair to sign the Standard Contract Amendment Form in conjunction with the project listed on Amendment 9 for Capital Improvement Work Plan 5001 now being undertaken by the Department of Housing and Community Development and the Fitchburg Housing Authority.

Resolved, Motion made by David Rousseau to authorize the signing of the Standard Contract Amendment Form by the Chair or Executive Director in conjunction with the project listed on Amendment 9 for Capital Improvement Work Plan 5001 currently being undertaken by the Fitchburg Housing Authority and the Department of Housing and Community Development. .

Seconded, Linda Byrne seconded the Motions and the Motions were passed by a unanimous vote.

On the following resolution, the Executive Director noted that the software program located individuals with larger balances; these are smaller balances for a \$3,695.40 total. We are allowed to write off according to the state.

**RESOLUTION TO WRITE-OFF CREDIT BALANCES**

**Resolution 2017-04-03**

**Whereas:** A number of credit balances representing move out adjustments for previous tenants of the Fitchburg Housing Authority are still under the tenant's accounts receivable and,

**Whereas:** These credit balances total \$3,695.40 as of December 31, 2016 (*see attached list*) and,

**Whereas:** The Fitchburg Housing Authority staff has confirmed all balances are older than 12 months.

**NOW THEREFORE BE IT RESOLVED,**

That the Fitchburg Housing Authority officially write-off the credit balances of \$3,695.40.

**RESOLVED,** Motion made by Linda Byrne to write off the credit balances of \$3,695.40.

**SECONDED,** David Rousseau seconded the motion, and the motion was passed by a unanimous vote.

**RESOLUTION AUTHORIZING THE AWARD OF THE HOUSING QUALITY STANDARDS INSPECTION SERVICES (HQS) CONTRACT**

**RESOLUTION 2017-04-04**

**WHEREAS:** The Fitchburg Housing Authority is required by HUD to complete inspections annually for current participants, initial inspections for all moves, and any applicants that are leasing up for the first time, and

**WHEREAS:** The Fitchburg Housing Authority advertised for bids for an independent inspection company and bids were due by 10:30 a.m. on Thursday, April 6, 2017 and

**WHEREAS:** The Fitchburg Housing Authority received three bids (see attached list).

**NOW THEREFORE BE IT RESOLVED,**

That the Fitchburg Housing Authority authorizes the Executive Director to award the contract for new Housing Quality Standards Inspection Services to the lowest responsive and responsible proposer, McCright & Associates for a one (1) year contract with two (2) one year options to renew annually in the estimated amount of \$5,648.00 per year or \$16,944.00, if all options are exercised. The contract is not to exceed \$10,000.00 per year or \$30,000.00 for all three (3) years.

**FURTHER RESOLVED,**

This vote shall further authorize the Executive Director to enter into the contract for Housing Quality Standards Inspection Services with McCright & Associates.

**RESOLVED,** Motion made by David Rousseau to authorize the Executive Director to enter into the contract with McCright & Associates.

**SECONDED,** Linda Byrne seconded the motion and the motion was passed by a unanimous vote.

10. Other Correspondence:

a. NAHRO News, March 2017

b. Public Housing Notices (must now be provided to board at meeting).

11. Resident Participation: None

12. There being no further business, motion to adjourn the meeting at 9:30 a.m. was made by David Rousseau. Linda Rousseau seconded; all were in favor.